

**POLICY GOVERNANCE COMMITTEE  
MINUTES**

Date: June 15, 2016

Place: Board Room, Havemeyer

Present:

Members: Ms. Barbara O'Neill, Chairman  
Ms. Debbie Appelbaum (arrive 1:37 pm)  
Dr. Gaetane Francis

Other: Mr. Peter Bernstein (departed at 2:10 pm)

The meeting convened at 1:33 pm.

**1. Approval of the Agenda:**

MOTION: Ms. O'Neill moved to approve the agenda.  
The motion was seconded by Dr. Francis.

VOTE: 2 for, none opposed  
Ms. Appelbaum, absent

MOTION PASSED

**2. Approval of 5/18/16 and 6/1/16 Minutes:**

Confusion remained regarding which version of the 5/18/16 PGC minutes was to be approved. Ms. Appelbaum will forward the correct minutes to PGC members. Each member will note their approval via email. This approval will be noted in the minutes of the first meeting in September. The 5/18/16 minutes will be posted.

The 6/1/16 minutes were not ready for approval. They will be sent via email to PGC members for review and posted as a DRAFT until they can be formally approved by members of the committee.

**3. Discussion of a Proposed PGC 2015-16 Annual Report - (Ms. O'Neill)**

Ms. O'Neill reviewed the DRAFT Annual Report document she prepared. Each item was discussed individually. The revised document will be reviewed and voted on at the September 14, 2016 PGC meeting.

Some items discussed included:

- PGC Protocols for 2016-17
  - Dr. Francis, Ms. O'Neill and Mr. Bernstein discussed the 2016-17 PGC meeting schedule and agreed to explore holding some PGC meetings in the evening, possibly alternating evening meetings with day meetings, to accommodate Board members unable to make day-time meetings.
  - Dr. Francis said she would get back to the committee with an evening that could work for her.
  - Ms. Appelbaum arrived after the discussion had begun but raised no objections to the concept of some evening meetings.
- Policies and Procedures
  - Produce a calendar of Policies due for review in the coming year. Explore a roughly every 3-year review cycle time frame after the conclusion of the CAFE Policy review.
  - Have all procedures note the original date drafted, date of any prior revisions, and date they became effective.
  - Recommendations made within Monitoring Reports requiring Board approval should be clearly identified on the coversheet.
  - Explore the Gifts and Grants policies and procedures, including if there should be a specific dollar amount or personnel change required for approval. It was agreed there would be further discussion of this beginning in September to create a framework for discussion with the full board.
- Monitoring Report (MR) Format;
- CAFE Policy Review
- Policy work by PGC in 2015-16:
  - E-001 Curriculum, Programs and Services including the Pilot subsection and course deletions and additions section
    - The Pilot definition subsection was presented to the Board for discussion and vote. Final Pilot definition changes did not pass at the 6/14/16 BOE meeting.
  - E-001 World Languages
    - Discussed the policy regarding HS credit for students taking HS or advanced level courses in MS. This policy will need review during 2016-17 and approval by the Board for any recommended changes.
  - E-002 Whole Student Development; approved
  - E-020 Financial Management Grants; initial discussions, no action
  - E-040 Effective Learning environment; Discussion of suggestions made by Dr. Flanagan regarding the structure of the Policy, name change and action on graduation requirements. Graduation requirements; approved.
  - E-051 Other District Administrative Operations – Pre-K; procedures created/updated by the Administration and presented to the Board.

- E-060 Administrative Code of Ethics and Behaviors; procedures created/updated by the Administration and presented to the Board.
- L-020.1 Code of Ethics; procedures created/updated by the Administration and presented to the Board.
- L-020.22 Investigation Procedures – Employees; created/updated by the Administration and presented to the Board.

PGC also discussed:

- An exploration of Grants, the process and role of the Greenwich Alliance for Education.
- A review of legal documents regarding Grants to insure alignment among the documents and with the Town of Greenwich procedures. Ms. O’Neill stated that it was her understanding that Dr. McKersie, Mr. Hricay and Ms. Erickson agreed that there should be a legal review of these documents to check for alignment. It was agreed by PGC there would be no action on this at this point. It will be discussed again for possible action in 2016-17
- Items for PGC discussion and possible action in 2016-17 include:
  - E-001 –
    - The recommendation of Ms. Parisi to divide the policy into two separate policies, one for Curriculum and one for Programs and Services.
  - E-040 -
    - Board vote on Dr. Flanagan recommendation to change the name of the policy.
    - Approval of Graduation Requirements once finalized by the state.
  - SEL –
    - Review with Ms. Forde what constitutes a program vs a service
  - E-080 –
    - Explore changing the policy name to Family and Community Engagement and review the policy with Ms. Eves to adjust language to correspond with the strategic plan and FaCE strategy.
  - L-001 Non-Discrimination –
    - Will review after CAFE provides policy guidance as part of their review.
- There was discussion about how to prioritize work on policies work in 2016-17 after completion of the CAFE policy review. A suggestion was made to divide the work into two categories – Must Review and Choose to Review.

Next Steps:

Dr. Francis will forward the annual report document with the word changes she noted on her computer during the meeting to Ms. Appelbaum. Ms. Appelbaum will cross that document with the meeting notes to produce a DRAFT document for PGC to accept. Ms. Appelbaum will send the final DRAFT Annual Report Document to Ms. O'Neill for distribution to the Board.

**4. Monitoring Report Outline review (Ms. O'Neill)**

There was a brief discussion of the MR Outline Ms. Appelbaum had revised based on comments at the 6/1/16 meeting and forwarded to PGC members in advance of the 6/15/16 meeting. Given the time, it was agreed that PGC members would review that document and respond to Ms. Appelbaum by 6/21/16 with their comments. PGC will vote on the document on 6/23/16.

**5. Agenda Planning – (Ms. O'Neill)**

- Other than the items noted throughout the annual review there was no agenda planning.

**6. Adjournment**

MOTION: Ms. O'Neill moved to adjourn the meeting. Dr. Francis seconded the motion.

VOTE: 3 for, none opposed

MOTION PASSED

The meeting adjourned at 3:05 pm.

Respectfully submitted,

Debbie Appelbaum  
Secretary, PGC